DOCUMENT RESUME

ED 027 014 JC 690 056

Criteria to be Met and Procedures to be Followed in the Creation of Public Junior Colleges in Texas.
Texas Coll. and Univ. System, Austin. Coordinating Board.
Report No-Policy-Pap-3
Pub Date 8 Apr 68
Note-13p.
EDRS Price MF-$0.25 HC-$0.75
Descriptors-*Campus Planning, *College Curriculum, Criteria, *Governing Boards, *Junior Colleges, *State Legislation
Identifiers-*Texas

The criteria (tax base, location, enrollment, curriculum, etc.) for the creation of the four types of new junior college districts as provided by Texas Public School Law and the Coordinating Board, Texas College and University System are summarized. The appropriate procedures are as follows: (1) creation of a local steering committee; (2) contact with the Coordinating Board; (3) conduct of a local survey; (4) circulation of a petition; (5) certification of the petition; (6) presentation of the petition to the Coordinating Board; and (7) action by the Board. These criteria and procedures apply to junior college districts coextensive with independent school districts, union districts, single county, and joint county districts. Appended is a sample form for a local survey report. (MC)

EDO 27014

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

Criteria to be Met and Procedures to be Followed in the Creation of

Public Junior Colleges in Texas

COORDINATING BOARD
TEXAS COLLEGE AND UNIVERSITY SYSTEM

Adopted and Effective: April 8, 1968

Criteria to be Met and the Procedures to be Followed in the Creation of Public Junior Colleges in Texas

FOREWORD

Policy Paper 3, *Criteria to Be Met and Procedures to be Followed in the Creation of Public Junior Colleges in Texas*, is a companion piece to Policy Paper 2 which detailed the State plan for junior college development to 1985.

Copies of Policy Paper 2 and additional copies of Policy Paper 3 may be obtained from the Coordinating Board, Sam Houston State Office Building, 201 East 14th Street, Austin, Texas 78701.

J. K. WILLIAMS
Commissioner

COORDINATING BOARD: JOHN E. GRAY, *Chairman*; NEWTON GRESHAM, *Vice-Chairman*; RAYBURN BELL, G. V. BRINDLEY, JR., M.D., VICTOR BROOKS, J. G. CIGARROA, JR., M.D., MRS. JOHN T. JONES, JR., EUGENE MCDERMOTT, CHARLES PROTHRO, HARRY PROVENCE, C. G. SCRUGGS, J. J. SEABROOK, TOM SEALY, M. HARVEY WEIL, D. M. WIGGINS, DAN C. WILLIAMS, H. B. ZACHRY.

April 8, 1968

SUMMARY OF CRITERIA TO BE MET AND PROCEDURES TO BE FOLLOWED IN THE CREATION OF PUBLIC JUNIOR COLLEGES IN TEXAS

I. *Criteria*

Criteria for the creation of new public junior college districts are provided in the Texas Public School Law and in the policies adopted on January 15, 1968 by the Coordinating Board, Texas College and University System. Relevant legal provisions are found in Vernon's Texas Civil Statutes, Article 2815h, Section 1, 1a, 2, 3, 17, 17a, 18, and 19, and 2815k-2, as amended. The Coordinating Board's January 15 statement on junior colleges is available from the Board offices, Sam Houston State Office Building, Austin, Texas.

The law provides for four different types of public junior college districts:

1. A junior college district coextensive with an independent school district.
2. A union junior college district. (A district composed of two or more contiguous independent and/or common school districts.)
3. A single county junior college district.
4. A joint county junior college district.

Each type of district must meet separate but similar criteria. *A junior college district coextensive with an independent school district* must have a minimum assessed valuation of $12,000,000, and enrollment in the upper four grades of the public schools of the districts must exceed 400 students. If the assessed valuation exceeds $20,000,000, however, the enrollment in the upper four grades may be less than 400 but must exceed 300 students. A petition for an election to create a district of this type must be signed by five per cent of the qualified voters of the district. (See page 5, following)

A union junior college district must have a minimum valuation of $9,500,000. Enrollment in the upper four grades must not be less than 400 students. At least 7,000 scholastics must reside in the district. Some alternative criteria are provided in a bracket law for counties with population between 20,000 and 30,000. On this point, see Vernon's Statutes, Article 2815h, Section 17(a). A petition for this type district must be signed by at least ten per cent of the qualified voters *in each* of the independent school districts.

Criteria for *single county junior college districts* are identical to those for union junior college districts, including the bracket law. The petition must be signed by at least ten per cent of the qualified voters of the county.

Criteria for *joint county junior college districts* are identical to those for the county district, except that the petition must be signed by ten per cent of the qualified voters residing *in each* of the interested counties.

The minimum legal criteria, regardless of type of district, have been supplemented by four general provisions adopted by the Coordinating Board, Texas College and University System, on January 15, 1968. Authority for the imposition of such general provisions is provided in Sections 18 and 19 of the Texas Higher Education Coordinating Act (Vernon's Statutes, Article 2919e).

The additional provisions, applicable to each type of district, are:

1. The proposed junior college must be planned as a comprehensive institution, to offer not only a core curriculum of freshman-sophomore college-parallel courses, but appropriate technical-occupational curricula as well.

2. The proposed junior college must be planned for physical location in an appropriate geographic area of Texas, as described in the Coordinating Board's junior college development plan, adopted January 15, 1968.

3. Substantial evidence must be presented indicating that the proposed junior college will reach a minimum enrollment of 500 full-time equivalent students in college-parallel courses within three years after the college is established; and 1,000 full-time equivalent students in all programs within five years.

4. Evidence must be presented that the tax base and tax program will create funds on a recurring annual basis which, when supplemented with State aid and tuition-fee income, will be sufficient to operate an institution of excellence.

II. *Procedures*

Procedural steps which should be followed in the creation of a public junior college district are the result of legal requirements, custom and policies of the Coordinating Board.

1. *Creation of a Local Steering Committee*

This initial step in the creation of a public junior college is a local responsibility. A local group interested in establishing a junior college has customarily appointed a steering committee of at least seven citizens to provide leadership in behalf of the junior college effort.

This steering committee should be composed of a cross-section of the people of the area, with representation from major civic groups. A chairman, co-chairman, and secretary should be appointed; along with any other officers who may be of assistance to the committee. Where the proposed junior college district is to be coextensive with the independent school district, the local board of trustees may serve in lieu of the local steering committee.

The duties of the steering committee should include these:

- it should serve a liaison function between the local area and the Coordinating Board.
- it should be responsible for a survey of the needs and potential of the area for a junior college district.
- it should be responsible for an information program describing the nature and purpose of a public junior college.
- it should summarize and evaluate the results of the survey made, and formulate conclusions for submission to the Commissioner of Higher Education (Executive office of the Coordinating Board, Texas College and University System).
- it should be responsible for the preparation and circulation of a petition (See No. 4 below).
- it should present the petition to the County Board or Boards of Education (or to the Commissioners' Court or Courts in counties having no Board of Education) for action in compliance with Article 2815h, Section 18, as amended.

2. *Contact with Coordinating Board*

The Steering Committee should contact the Coordinating Board staff as soon as practicable. This staff will offer advice and assistance under the direction of the Assistant Commissioner for Public Junior Colleges.

3. *Conduct of a Local Survey*

This is a survey of need, potential student clientele, and financial ability, to be carried out under auspices of the local steering committee. The survey may be made either by the local steering committee or by professionals.

When the survey is made by members of the local steering committee, Coordinating Board staff members will be available for assistance in planning. When the survey is made by a professional individual or research organization, the local steering committee should fully advise the Commissioner of Higher Education prior to initiating the survey.

The survey should be made in compliance with plans prepared by the Assistant Commissioner for Public Junior Colleges and available from his office.

4. *Circulation of a Petition*

The local steering committee is responsible for the circulation of a petition for authorization of an election to establish a junior college district. The Coordinating Board staff will assist in design of this petition, if requested to do so.

5. *Certification of Petition*

A junior college district submits its petition to the County Board or Boards of Education for Certification (If there is no County Board of Education, the petition is presented to the Commissioner's Court).

The petition should be supported by:

- A statement from the County Superintendent or County Judge (acting as Ex-officio County Superintendent) certifying to the number of scholastics residing in the district.
- A statement from the Tax Assessor-collector certifying to the current tax valuation in the proposed district.
- A statement from the Tax Assessor-collector certifying to the validity of signatures on the petition. (Deleted invalid signatures should be clearly identified).
- A copy of the resolution as acted upon by the County Board of Education (or the Commissioners' Court in counties having no County Board of Education).
- A letter of transmittal to the Commissioner of Higher Education.
- A copy of the survey report.

6. *Presentation of Petition to the Coordinating Board*

When the petition has been certified it is presented to the Commissioner of Higher Education who then presents it to the Coordinating Board, Texas College and University System.

The validated petition and other documents should be received by the Commissioner of Higher Education not later than forty-five days prior to a regular meeting of the Coordinating Board. As a rule, a committee of the Coordinating Board will visit the community, hear interested parties to the question, and report its recommendations to the full Board.

8. *Action by the Board*

The statutes of the State of Texas require the Coordinating Board to consider the needs of the State and the welfare of the State, as well as the welfare of the community involved, before recommending the creation of a new junior college district.

All interested parties will be heard at a regular quarterly meeting of the Coordinating Board and permission to hold an election to create a junior college district will be granted or denied. Favorable Coordinating Board action will result in a minute order of the Board being sent to appropriate local officials to conduct an election.

Sample Form for

LOCAL SURVEY REPORT

A Comprehensive Survey in Support of
Application to Establish a Public Junior College

In the Area of

_____

Sponsored by

The Local Steering Committee

For the

COORDINATING BOARD
TEXAS COLLEGE AND UNIVERSITY SYSTEM
Austin, Texas

on

..... 19.....
(Date)

Junior College Division
Coordinating Board
Texas College and University System

JCD-100

THE SURVEY TEAM

Selected under:_____

Personnel	Name	Address
Director:		
Co-workers		

Brief outline of survey plans, procedures and schedule.

THE LOCAL STEERING COMMITTEE

Officers	Name	Address
Chairman:		
Co-chairman:		
Secretary:		
Others:		
Members:		

How the Committee was selected:

PROPERTY TAX VALUATIONS (County and State)_____

_____

	Year	Valuation	
Preceding Five Years	19___	$	
	19___		
	19___		
	19___		
*Last year available	*19___		
Annual Average Increase/Decrease		$	%
Projected County and State Valuation based on annual average increase/decrease shown above	19___	$	
	19___		
	19___		
	19___		
	19___		
	19___		
	19___		
	19___		
	19___		
	19___		
Ratio of Assessment to Actual Value			%

GENERAL DESCRIPTION OF PROPOSED DISTRICT

Type of District (Check)	☐ County-wide District ☐ Joint-county District ☐ Union J.C. District ☐ Coextensive with an ISD
Area to be Included Size: (Sq. Mi.) ISD's Included	
Geographic Location: In respect to cities, counties, highways, other colleges.) (Attach Map)	

GRADE SCHOOL ENROLLMENT

Year Grade	1	2	3	4	5	6	7	8	9	10	11	12	Total All Gds.	Total Up4 gds.	H.S. Grads.
19__19__															
19__19__															
19__19__															
19__19__															
*19__19__															
19__19__															
19__19__															
19__19__															
19__19__															
19__19__															
19__19__															
19__19__															
19__19__															
19__19__															

*Next Preceding School Year

Separate sheet for each county if a county or joint-county district

Separate sheet for each school district if a union junior college district.

DIRECT AND OVERLAPPING DEBT STATEMENT

Taxing Body	Net Amount of Debt	Per Cent Ovlpg.	Amount Overlapping
Total			
Per cent of assessed valuation			

TEN PRINCIPAL TAXPAYERS IN THE AREA

Name of Firm	Amount Assessed	Percent of Total Ass'm.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Totals of Principal Taxpayers		

TECHNICAL AND VOCATIONAL TRAINING NEEDS

Major fields of employment		Number Now Employed	No. Needed for New and Replacements
Agriculture and Related Occupations			
Distribution			
Secretarial and Clerical			
Technical or Semi-professional			
Trades and Crafts			
Others:			

JUSTIFICATION OF NEEDED PROGRAMS OF TECHNICAL OR VOCATIONAL TRAINING

Narrative or supplementary materials attached:

POPULATION OF THE AREA

U. S. Census	1950	1960	Current Estimate	Population Density (Per Sq.Mi.)

CURRENT COLLEGE ATTENDANCE FROM THE AREA

Classification	Number in Residence	Number Commuting	Total
H.S. Graduates attending a Junior College			
H.S. Graduates attending a Four-Year College			
H.S. Graduates over 25 years of age who have never attended college			

ENROLLMENT PREDICTION

Year	Freshman	Sophomore	Unclassified	Total

SUMMARY OF LEGAL PROVISIONS

Provision	Required	Proposed District
Assessed Valuation	$ 9,500,000	
Scholastics	7,000*	
Enrollment in Upper Four Grades	400**	
Petition signed by voters	10%**	

*5,000 in growing area.
**For County, Joint-County, or Union Junior College District.

ESTIMATE OF PLANT COST, BOND ISSUE NEEDED AND TAX SCHEDULE

	$
_____ Square Ft. per student for _____ students = _____ total square feet, @ $_____ per sq. ft. =	
Equipment: _____% of Building Cost =	
Land: _____Acres @ $_____ per acre =	
Total Plant Cost	

Annual Cost of Bond Issue of $_____
for _____ years, @____% = $_____

*Based on 95% Collections

Year	Tax Rate Needed*

SUMMARY OF TAX REQUIREMENTS

Year	Maintenance Tax		Bond Tax		Total Tax Rate Needed
	Income Per FTSE	Tax Rate Needed	Income Per FTSE	Tax Rate Needed	

*EDUCATIONAL AND GENERAL -- Expenditures

Classification	Amount	Per Cent of Total
General Administration	$	
General Expense		
Direct Instruction		
Organized Activities Related to Instruction		
Extension and Public Service		
Library		
Maintenance and Operation		
Total		

*Current data to be supplied by the Junior College Division, CB

*EDUCATIONAL AND GENERAL FUNDS NEEDED AND TAX REQUIRED

Year	Estimated Enrollment	E. & G. Cost Per Student	Total E.&C. Cost	Sources Other than Tax			Needed Income From Local Maintenance Tax	I. M. Tax Rate Required
				Estimated From State Aid	Estimated From Tuition	Total from State Aid and Tuition		

*Excludes Capital Outlay and Auxiliary Enterprises

EVIDENCE OF FAVORABLE COMMUNITY ATTITUDE TOWARD A COLLEGE

Narrative Statement or Outline: (Attach supplementary material if desired.)

MISCELLANEOUS INFORMATION

Attach or insert any additional available information not covered in this form.

SUMMARY OF COMMUNITY EDUCATIONAL NEEDS

Narrative Statement:

EDUCATIONAL OBJECTIVES

Narrative Statement or Outline:

TENTATIVE PLANS FOR DEVELOPING THE COLLEGE

Narrative Statement: (Attach supplementary materials if desired.)